

**NEW JERSEY MODEL STUDENT TRAINING PLAN
FOR UNPAID, 12th GRADE OPTION CAREER INTERNSHIP**

(N.J.A.C. 12:56-18, School-to-Work Program, and N.J.A.C. 6A:8-3.2, Career Awareness and Exploration)

Student: District/School: Employer/Agency:	Student Career Internship Job Title: Career Internship Start Date: Career Internship End Date:	
Summary description of the unpaid activity: (Include any tools, equipment, and materials that the student may use or handle as part of the structured learning experience.) 		
The student will participate in the employer/agency's new employee orientation training. Include which Career Awareness and Planning and Employability Skills found under the Career Education and Consumer, Family, and Life Skills Standards will be addressed by the career internship and include them in the career internship (CI) activities, below.		
The student will participate in the employer/agency's worksite safety and health training. Include which Safety Skills found under the Career Education and Consumer, Family, and Life Skills Standards will be addressed by the career internship and include them in the career internship (CI) activities, below.		
Goal Statement: (Repeat the following sections as necessary) 		
Learning Objective(s): 		
Describe the Student's CI Activities	NJ Core Curriculum Content Standard Cumulative Progress Indicators (CPIs) Addressed by the CI Activities	Documentation to be Collected Showing Achievement of CPIs Addressed by CI Activities
Describe the formative assessments to be used by the school and the business/agency to assess the student's progress towards the attainment of the career internship objective(s): 		
Describe the summative assessments to be used by the school and business/agency to assess the student's completion of activities and the attainment of the career internship objective(s): 		

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Describe how the career internship will be documented in the student's portfolio and how it will be graded or credit will be awarded, if any:

NOTES:

We understand that this unpaid, school-sponsored 12th Grade Option career internship is not employment and that the student is not entitled to wages or a promise of employment at the completion of the career internship, as per the New Jersey Child Labor Regulations, N.J.A.C 12:56-18.2 (see page 3, below).

We have reviewed and are in agreement with the career internship description, learning objectives, activities, and assignment of grade or credit. We agree to complete all required paperwork and maintain all required documentation for this career internship. The structured learning experience teacher and the business or agency mentor agree to conduct regular monitoring of this career internship, no less than 30 minutes for every 10th day that the student reports to the career internship site as per the New Jersey Child Labor Regulations, N.J.A.C. 12:58-1.2(d)5. The student agrees to uphold his or her responsibilities in compliance with this student training plan.

Signature of SLE Teacher: _____ **Print Name:** _____ **Date:** _____

Signature of the Business Mentor: _____ **Print Name:** _____ **Date:** _____

Signature of SLE Student: _____ **Print Name:** _____ **Date:** _____

Signature of Parent/Guardian: _____ **Print Name:** _____ **Date:** _____

*Attach the completed Student Training Agreement to the New Jersey Model Employer/Agency Agreement
for Unpaid, 12th Grade Options Career Internships*

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IMPORTANT SUPPLEMENTAL INFORMATION

All school-sponsored, unpaid structured learning experiences must comply with N.J.A.C. 12:56-18, Child Labor Regulation: School-to-Work Program. The following conditions shall be met to allow for non-paid activities of students at for profit and not-for-profit organizations:

- (1) The student shall be at least 16 years of age;
- (2) The activity must be related to a formal school-to-work transition plan [*student training plan*] for a student learner;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the non-paid activities;
- (4) Any productive work is incidental to achieving learning objectives;
- (5) The student receives credit for time spent at the worksite and the student is expected to achieve the learning objectives;
- (6) The student is supervised by a school official and a workplace mentor;
- (7) The non-paid activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; and
- (8) The student does not replace an employee.

NOTE: The New Jersey Department of Labor and Workforce Development and the New Jersey Department of Education prohibit the placement of SLE students into hazardous occupations or hazardous work environments, and prohibit SLE students from using any hazardous/prohibited equipment, tools, or materials. Unpaid structured learning experience activities may take place either for profit or not-for-profit sites.

Use the “New Jersey Model Student Training Plan For Unpaid Career Internships” form for the following unpaid SLE:

- 12th Grade Options Career Internships

Link to “Guidelines for Structured Learning Experiences”: http://www.nj.gov/njded/voc/sle/sle_man.htm

Link to 12th Grade Options webpage: <http://www.nj.gov/njded/aps/heqi/option.htm>

IMPORTANT URLS

- New Jersey Department of Education/Core Curriculum Content Standards: <http://www.state.nj.us/njded/cccs/>
- Department of Education/Structured Learning Experiences: <http://www.nj.gov/njded/voc/sle/>
- Department of Education/Twelfth Grade Options: <http://www.nj.gov/njded/aps/heqi/option.htm>
- Department of Labor/Child Labor Laws: <http://www.state.nj.us/labor/lse/childlabor.html>
- Youth 2 Work: Teen Worker Worksite Safety: <http://www.osha.gov/SLTC/teenworkers>